



JOB DESCRIPTION

Title: **FIRE INSPECTOR/PUBLIC EDUCATION
SPECIALIST Part Time (Non-Sworn)**

Department: Fire

Class Code: 3345

FLSA Status: Non-Exempt

Effective Date: July 1, 2001 (Rev 06/2007)

Grade Number: 14

GENERAL PURPOSE

Under general supervision from the Fire Marshal; provides technical assistance in the prevention of fires through fire inspections and public education as well as emergency preparedness.

EXAMPLE OF DUTIES

- *-- Coordinates, schedules and participates in public education events within the department. Works closely with administrative staff to coordinate events. Provides public education classes on fire prevention, fire safety, emergency preparedness and CPR, teaches in schools, churches, and community service groups.
- *-- Inspects public buildings, upon request, to identify fire hazards; provides advice to owners to aid in eliminating or reducing hazards.
- *-- Completes reports; aids the Fire Marshal and Deputy Fire Marshal in other special projects.
- *-- Answers questions of the public on fire prevention and emergency preparedness.
- Performs related duties as required.

MINIMUM QUALIFICATIONS

Education and Experience

- Two (2) years experience as a Fire Inspector OR five (5) years supervising fire company inspections; some course work in fire prevention or any equivalent combination of education and experience.

- Preference will be given to applicants with experience in organizing and teaching public safety education courses.

Special Requirements

- Must have Fire Inspector I certification.
- Must have Fire Instructor I certification.
- Must become a certified CPR and CERT instructor within one year of hire.
- Must have a valid Utah Driver license.

Necessary Knowledge, Skills and Abilities

- Working knowledge of fire prevention techniques; working knowledge of fire inspection methods; working knowledge of the goals and objectives of the city fire control and prevention program.
- Ability to communicate in a written and verbal manner.
- Ability to teach, coordinate and plan fire prevention and safety techniques in the public schools, churches, and civic organizations.
- Ability to set up and use various types of audio visual and computer equipment. Examples; video, power point, DVD's, slides.

TOOLS & EQUIPMENT USED

- Vehicle, radio, pager, personal computer, calculator, phone.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit; talk or hear; stand; walk; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell.

- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed primarily in office, vehicles, and outdoor settings, in all weather conditions, including temperature extremes, during day and night shifts. While performing the duties of this job, the employee regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, and vibration.
- The noise level in the work environment is usually moderate.

DEPT/DIVISION APPROVED BY: _____ DATE: _____

EMPLOYEE'S SIGNATURE: _____ DATE: _____

H. R. DEPT. APPROVED BY: _____ DATE: _____

*Essential functions of the job.